



Job Opportunity

State Controller's Office

Position: Office Assistant (Typing)

Statewide

Location: Information Systems Division
300 Capitol Mall, Suite 701, Sacramento, CA 95814

Issue Date: March 22, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Eva Adame, 916-323-6695

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-340-1379-701
Reference #06- 78

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the close supervision of the Staff Services Manager II, the incumbent will serve as the receptionist to the Information Systems Division.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Respond to incoming calls to division and/or direct them to the appropriate staff.
- Greet visitors and escort them to meetings or notify division staff of visitor.
- Answer general inquiries from the public, governmental employees, or department staff.
- Maintain office files.
- Type letters, documents, procedures, or reports, drafted by division staff or manager.
- Prepares information packets from documents or forms provided by manager.
- Maintain various tracking logs.
- Sort and deliver incoming mail.
- Maintain inventory of supplies.
- Assign building security badges and General Services Charge Cards.
- Log and submit building service requests to building maintenance staff.
- Serve as backup for Division Secretary's telephones

Desirable Qualifications:

- Knowledge and skilled in the use of Microsoft Word and Excel.
- Excellent communication skills.
- Ability to demonstrate a high degree of initiative and independence.
- Ability to work cooperatively with others.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



- Reliable, dependable, and flexible.
- Ability to organize and prioritize workload.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Information Systems Division

300 Capitol Mall, Suite 701

Sacramento, CA 95814

Attn: Eva Adame - Reference #06- 78 (Candidate must indicate the reference #06-78 on their résumé and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application, STD. 678.)